

SECTION 55—INFORMATION TECHNOLOGY INVESTMENTS

Table of Contents

- 55.1 Overview
- 55.2 Why must I report on information technology investments?
- 55.3 What specific guidance applies to FY 2016, and when is the information required?
- 55.4 How should agencies align IT investments with their strategic plans?
- 55.5 Do these requirements apply to me?
- 55.6 What do I need to know about the Agency IT Portfolio Summary?
- 55.7 What do I need to know about Major Business Cases?

Summary of Changes

Renames exhibits 53 and 300 as follows:

- Exhibit 53A is the Agency IT Portfolio Summary
- Exhibit 53C is the Agency Cloud Spending Summary
- Exhibit 300A is the Major IT Business Case
- Exhibit 300B is the Major IT Business Case Detail

Introduces a New Agency IT Infrastructure Spending Summary (for PY only); expands Cloud Computing to include Provisioned IT Services by DME and O&M; and requires agency CIOs and CFO/budget Officer approval of the Agency IT Portfolio Summary prior to submission to OMB.

The [FY 2016 IT budget – Capital Planning Guidance](#) includes a complete description of the changes from the FY 2015 IT Budget Guidance.

55.1 Overview

Agencies must submit information on their respective information technology (IT) investment portfolios, using the required formats, as applicable, as stated in the [FY 2016 IT Budget – Capital Planning Guidance](#). This section provides general guidance related to reporting on IT and the templates used to collect that information. Section [25.5](#) provides electronic links to the definitions and specific reporting instructions and exhibits related to budgeting for investments in IT.

55.2 Why must I report on information technology investments?

The required information allows the agency and the Office of Management and Budget (OMB) to review and evaluate each agency's IT spending and to compare IT spending across the Federal Government.

Agencies must provide required data on total IT funding using the formats specified in the [FY 2016 IT Budget – Capital Planning Guidance](#). IT funding information should be consistent with the overall agency budget submission (see section [51.19](#)), your agency enterprise architecture (EA), your agency's Agency IT Portfolio Summary, and your agency's Major IT Business Case submissions.

IT investment costs must include funding from all Federal budgetary resources (e.g., direct appropriation, collections, and transfers).

Investment costs and performance information must be formulated and reported in order to support the Clinger-Cohen Act's requirement that the OMB Director shall submit to Congress a report on the net

program performance benefits achieved as a result of major capital investments made by executive agencies in information systems and how the benefits relate to the accomplishment of the goals of the executive agencies.

55.3 What specific guidance applies to FY 2016, and when is the information required?

Submissions should be consistent with OMB Fiscal Year 2016 Budget Guidance.

The timing for agency exhibit submissions is detailed in the [FY 2016 IT Budget – Capital Planning Guidance](#).

Additional updates to the Agency IT Portfolio Summary and Agency Major IT Business Cases may be required after final budget release to reflect changes in funding levels due to enactment of appropriations. Specific instructions and deadlines for submitting updates, corrections, and final submissions of exhibits will be available on the [OMB MAX Federal Community](#).

55.4 How should agencies align IT investments with their strategic plans?

An agency's IT investment management and reporting of IT investments must clearly demonstrate that each investment is needed to help meet the agency's strategic goals and mission as well as show how governance processes are used to plan, select, develop, implement, and operate IT investments. This must be demonstrated through Agency Major IT Business Cases, supporting documentation, Information Resources Management Strategic Plan, Enterprise Roadmap, IT Capital Asset Summary, and Agency IT Portfolio Summary submissions. The agency must further demonstrate how the investment supports a business line or enterprise service performance goal as documented in the agency's enterprise architecture (EA), and annual Enterprise Roadmap submission to OMB. Documents used to manage the planning, development, implementation, and operation of IT investments and documents that demonstrate the outcomes of agency, branch, and bureau governance decisions should be maintained and made readily available if requested by OMB.

The individual agency's Agency IT Portfolio Summary submissions are used to create an overall "Federal IT Portfolio," which is published as part of the President's Budget. Agency and OMB portfolio reviews and Budget processes will ensure the selection of IT investments that support the agency's strategic objectives or performance goals, as captured in the agency's Strategic Plan and Annual Performance Plan.

55.5 Do these requirements apply to me?

Agencies must submit information on the Agency IT Portfolio Summary, Agency Cloud Spending Summary, and Major IT Business Case, using the format specified in this guidance, as applicable, for Agency annual, quarterly, and regular reporting of their IT budget and IT Management information. This requirement applies to any agency subject to Executive Branch review (see section [25.1](#)), unless otherwise directed.

The following agencies must submit in FY 2016 to the IT Dashboard:

Department of Agriculture	Department of the Treasury
Department of Commerce	Department of Veterans Affairs
Department of Defense	U.S. Agency for International Development
Department of Education	U.S. Army Corps of Engineers
Department of Energy	Environmental Protection Agency
Department of Health and Human Services	General Services Administration

Department of Homeland Security	National Aeronautics and Space Administration
Department of Housing and Urban Development	National Archives and Records Administration
Department of the Interior	National Science Foundation
Department of Justice	Nuclear Regulatory Commission
Department of Labor	Office of Personnel Management
Department of State	Small Business Administration
Department of Transportation	Social Security Administration

Separate guidance may be issued amending the above specifications regarding agency submissions, for non-CIO Council agencies.

The agency's Chief Information Officers must approve, the agency's CFO/Budget Officer must support, and the agency IT capital planning office should coordinate and review all versions/revisions of the Agency IT Portfolio Summary, Agency Cloud Spending Summary, and Major IT Business Cases prior to submission to OMB.

55.6 What do I need to know about Agency IT Portfolio Summary?

- (a) *How is an agency's IT Budget and Management information organized, and how do the Agency Major IT Business Cases relate to this?*

The agency's IT Budget and Management information is composed of three parts:

- 1) Agency IT Portfolio Summary, which includes IT investment budget and architecture information;
- 2) Agency Cloud Spending Summary, which includes IT investment budget information by cloud computing deployment model and service model; and
- 3) Agency IT Infrastructure Spending Summary, which includes detailed spending on aspects in of an Agency's IT Infrastructure.

Agency reporting of its IT Portfolio should include all of an agency's annual IT costs. The agency's complete IT portfolio must be reported, including all major, non-major, migration related, and funding contributions IT investments. For the FY 2016 budget submission, IT funding levels reported in the Agency IT Portfolio Summary should be consistent with your agency's budget materials.

Investment funding sources must include all Federal budgetary sources of funding used (e.g., budget authority provided in direct appropriations, amounts available for obligation through collections of fees or other receipts, transfers from trust funds or other Federal sources, or via reimbursement, including payments for services).

Funding levels in the agency's Agency IT Portfolio Summary should be provided for PY, CY, and BY, as outlined below:

For:	Funding levels in Agency IT Portfolio Summary for Preliminary agency requests	Funding levels in Agency IT Portfolio Summary for President's Budget request to the Congress
PY (2014)	FY 2014 Likely/Enacted actual level	FY 2014 actual level
CY (2015)	Likely/Enacted for FY 2015	Likely/Enacted for FY 2015
BY (2016)	Agency request for FY 2016	President's Budget request for FY 2016

These levels should be consistent with program-level funding and branch, bureau, and agency summary funding tables, as provided to OMB in the agency budget submission. Agency IT Portfolio Summary and Agency Cloud Spending Summary funding information should be consistent with what is reported in the Agency IT Portfolio Summary.

(b) *If I submitted exhibits 53A and 53C last year, how do I revise them for this year?*

If your agency submitted an Exhibit 53 for the FY 2015 Budget, the revised FY 2016 Agency IT Portfolio Summary data must be compliant with the FY 2016 specified formats or it will be rejected. The agency must note “change in status” for each investment, as compared to the final FY 2015 President’s Budget (Feb. 2014 or most recent update). Changes must be identified and described in columns 9 and 10 of the Agency IT Portfolio Summary.

(c) *What is the Agency IT Infrastructure Spending Summary?*

The Agency IT Infrastructure Spending Summary should be completed at the agency level for the PY for all IT Infrastructure that the agency owns and/or operates. More specific guidance can be found in the [FY 2016 IT Budget – Capital Planning Guidance](#).

55.7 What do I need to know about Major IT Business Cases?

OMB provides specific policy, procedural, and analytic guidelines for planning, budgeting, acquisition, and management of major IT capital investments in addition to general guidance issued in OMB Circular A-11 and [OMB Circular A-130](#).

An agency’s Major IT Business Cases describe the justification, planning, and implementation of individual capital assets included in the Agency IT Portfolio Summary and serve as key artifacts of the agency’s EA and IT capital planning processes. The Major IT Business Case is comprised of two components:

- 1) The Major Business Case itself which provides key high-level investment information to inform budget decisions, including general information and planning for resources such as staffing and personnel.
- 2) The regular information updates to the Major IT Business Case, which provides more temporal information, related to tracking management of an investment, such as projects and activities, risks, and operational performance of the investment.

Complete details on specifications for completing Agency IT Portfolio Summary, Agency Cloud Spending Summary, Agency IT Infrastructure Spending Summary, and Major IT Business Cases are provided in the [FY 2016 IT Budget – Capital Planning Guidance](#).